

**[Date]**

**[New hire's first and last name]**

**[New hire's address]**

**[New hire's city, state, and zipcode]**

Dear **[first name of new hire]**:

Congratulations on being chosen to fill the [**"X"** percent, e.g. 100%] position of [**payroll or working title**] in the [**unit name**] of the [**department name**] at UCSF. I believe you will find the position both challenging and fulfilling.

As we discussed, your monthly salary [hourly salary if part time appointment] will be [**amount**], and you will be eligible to receive full University benefits. If you would like to read about our benefit package before you begin employment, please refer to our website at [www.ucop.edu/bencom/](http://www.ucop.edu/bencom/). As a career employee with the University, you will serve a six-month probationary period.

This offer is contingent upon demonstrating your eligibility to work in the United States, receipt of suitable work references, and background check, depending upon your job classification.

Please report to room [**room number**] on [**date**] at [**time**]. Should you have any questions, feel free to contact me at [**phone number**] or [**email address**].

Sincerely,

**[Manager's name]**

**[Manager's title]**

cc: **[Departmental Personnel Contact]**